



**State of Montana  
DEPARTMENT OF CORRECTIONS  
PERSONAL VEHICLE USE AUTHORIZATION**

<b>1) Person Traveling</b>		<b>2) Division/Facility</b>	
<b>3) Org Number</b>	<b>4) Supervisor Name and Title</b>		
<b>5) Justification for personal vehicle use</b>			
<b>6) Trip Itinerary (include dates)</b>			
<b>7) Estimated Trip Miles</b>			
<p>If your department director or designated approving authority authorizes you to use your personal vehicle on state business, you must be reimbursed for mileage at the standard rate unless you meet one of the conditions listed below pursuant to MOM 1-0310.20. Employees requesting to use a personal vehicle for Department business on a regular basis must obtain annual written approval from their Division Administrator and the DOC Director.</p>			
<b>8) Rate Requested</b>	<b>Standard Rate</b>	<b>High Rate (Must also check reason below)</b>	
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	<input type="checkbox"/> No	
<p>Per MOM 1-0310.30 if requesting reimbursement at the high rate, check the item(s) which apply below:</p>			
<input type="checkbox"/>	1. A motor pool vehicle or other state-owned or leased vehicle is not available; <b>or</b>		
<input type="checkbox"/>	2. The use of a personal vehicle is considered to be in the best interest of the state.		
<b>9) Signature of traveler</b>		<b>Title</b>	<b>Date</b>
<b>Approval to be Completed by Agency Authorized Personnel</b>			
<b>Approved</b>	<b>Rate Approved</b>	<input type="checkbox"/> Standard <input type="checkbox"/> High	<b>Not Approved</b>
<b>Authorized Agency Official</b>	<b>Title</b>		<b>Date</b>
<p><b>If the request is approved, the employee herein is granted authority to use a non-state vehicle in the conduct of official State business (in accordance with ARM 2.6.201 through ARM 2.6.214) within the basic confines of the itinerary and approximate total mileage noted above. Per RMTD insurance agreements, State employees are encouraged to use state-owned vehicles while enacting state business. State employees who use their personal vehicles for state business must rely on their personal insurance coverage.</b></p>			